

# Creating caBIG® Documentation & Training - The Process

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<ul style="list-style-type: none"><li>• <a href="#">Documentation and Training Guidelines and Templates</a></li><li>• <a href="#">Documentation and Training FAQs</a></li></ul>

## Step 1: Access Guidelines and Templates

Access the [Guidelines and Templates](#) section to assist in the planning and development stage of creating documentation and training.

## Step 2: Request a Mentor (Optional)

The Documentation and Training (D&T) Workspace provides mentors upon request to project teams wanting focused assistance with planning and developing documentation and training materials. While we do not create deliverables for you, we do work with you to ensure that the process is well understood, and that available resources are clear. To request a mentor, complete the following one-page request form, and e-mail it to: [ncicb@pop.nci.nih.gov](mailto:ncicb@pop.nci.nih.gov). Access [Mentoring Request Form](#).

## Step 3: Request a Review

The Documentation and Training Workspace has experts available to review and comment on draft documentation and training materials created for funded caBIG® projects. Please allow allow 1-2 weeks for review, with additional time to incorporate reviewer comments before your deliverable due date. Submit your documentation to [ncicb@pop.nci.nih.gov](mailto:ncicb@pop.nci.nih.gov) with the note that the files should be sent to the caBIG® D&T Workspace leads for review coordination.

Want to see what the reviewers will be looking for?

- Access [Documentation Review Checklist](#)
- Access [Training Review Checklist](#)

## Step 4: Post D&T for Audiences

Once documentation and training materials have been completed, they need to be posted in places where they can be found - postings must all be on a government-owned server. Here are three standard locations:

- If your materials are for a tool listed on the [caBIG® Tools Landing Pages](#), write a note to the Web team ([caBIG\\_website@bah.com](mailto:caBIG_website@bah.com)) asking to update the page with your new materials. Please confirm in your transmittal that our materials have been approved by the caBIG® workspace lead, the NCI Product Manager, and/or the D&T Workspace leads.
- If your materials are for a tool managed by a caBIG® Knowledge Center, coordinate with the Knowledge Center team to get your materials posted. Visit the [Knowledge Center Tools Index](#) to review which tools are managed by KCs.
- Once the files are posted on a government server, all training materials need also to be listed in the caBIG® Learning Management System. [Learn more about getting your training listed in the LMS.](#)